

April 2018 Workshop Calendar

Mon	Tues	Wed	Thurs	Fri
2 STAT HOLIDAY	3 Resume Best Practices 1pm-3pm	4 Career Planning 10am-12pm Interview Prep 1-3pm	5 Transferrable Skills 10am-12pm Resume Critique 1-3pm	6
9	10 Job search strategies and self-marketing 10am-12pm Resume Best Practices 1-3pm	11 Career Planning 10am-12pm Interview Prep 1-3pm	12 Transferrable Skills 10am-12pm Resume Critique 1-3pm	13 Practice interviews 1-3pm
16 Disclosure, accommodations and assistive tech 1-3pm	17 Job search strategies and self-marketing 10am-12pm Resume Best Practices 1pm-3pm	18 Career Planning 10am-12pm Interview Prep 1-3pm	19 Transferrable Skills 10am-12pm Resume Critique 1-3pm	20 Job Retention and the First 90 Days 1-3pm
23	24 Resume Best Practices Workshop 9-11am Resume Critique Workshop 1:45-4pm	25 Interview Prep Workshop 9-11am Practice Interviews Workshop 2-4pm	26	27
APRIL 23-27 IS ALBERTA WORKS WEEK! SEE OUR POSTERS AROUND THE ERC FOR EVENTS AND SPEAKERS!				
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PLEASE FLIP THE PAGE FOR WORKSHOP REQUIREMENTS

WORKSHOPS ARE HELD AT

915 33 Street NE
Calgary AB
Ph. 403-273-2822

BEFORE REGISTERING

Please read the descriptions on the back of this sheet to be best prepared. Items that are underlined are REQUIRED to take part in the workshop.

TO REGISTER



403-273-2822

Ask to speak to the ERC
If you get through to voice mail please speak slowly and include your first and last name as well as your phone number



info@theworx.org

Please include what workshop you would like to take and on what date, your first and last name as well as your phone #

Workshop Descriptions and Requirements

Career Planning: explore your interests and how you can work toward your short, medium and long-term career goals.

Coming Prepared: speak with a Career Advisor at one of our Employment Resource Centres about getting set up for a Career Cruising account so you can explore your interests and what jobs might be a good match for you. This will allow you to get more out of this workshop.

Transferrable Skills: transitioning careers or unsure of how to explain your transferrable skills? Identify and understand how to sell your transferrable skills to an employer.

Coming Prepared: come with a clear idea of your job targets and your employment history. We suggest participating in a Career Planning workshop before attending.

Resume Best Practices: learn what makes a good resume, and how target your resume to job postings for greater success.

Coming Prepared: any participants must come to the workshop prepared with your employment history and/or a rough draft of your resume. This workshop will use computers, so basic Microsoft Word skills are an asset to participation, or edits may be done by hand.

Resume Critique: resume not getting the results you hoped for? Let our experts review your resume and give you meaningful suggestions to improve it based on the latest employment trends.

Coming Prepared: participants should have already completed resume best practices and must have a resume ready for review.

Job Search Strategies and Self Marketing: find out what makes a good job posting, where to search for jobs, how to market yourself, and learn to tap into the hidden job market.

Coming Prepared: come with a clear idea of your job targets and your employment history. We suggest participating in a Career Planning workshop before attending.

Interview Best Practices: learn how to prepare for an interview, avoid potential pitfalls, and how to answer some of the most common interview questions.

Coming Prepared: know what type of job you're looking for and bring a copy of your resume to get the most out of this workshop.

Practice Interviews: getting interviews but not landing the job? Participate in our practice interview workshop to get feedback on body language, your answers, interview attire, and best practices.

Coming Prepared: participants must bring their resume, sample job postings, and dress appropriately for an interview.

Disclosure, Accommodations, and Assistive Tech: worried about disclosing a disability or need for an accommodation? Understand the legalities and practicalities surrounding disclosure and accommodations while learning about different assistive technology that can help!

Job Retention and the First 90 Days: discover what employers expect when starting a new job and how you can have the most success at maintaining and thriving in your job!